



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST

LEAD1131

11 AUG 2000

CNET INSTRUCTION 5354.2D

Subj: COMMAND MANAGED EQUAL OPPORTUNITY (CMEO) TRAINING POLICY
AND STANDARDIZATION PROGRAM

Ref: (a) NAVEDTRA 135A
(b) NAVEDTRA 130A
(c) OPNAVINST 5354.1D
(d) OPNAVINST 1500.69A

Encl: (1) CMEO Training Courses
(2) Instructional Management Plan
(3) Instructor/Facilitator Management Program
(4) Navy Training Requirements Review (NTRR)
(5) CMEO Assist/Assessment Visit Procedures
(6) CNET CMEO Training Sites

1. Purpose. To establish CMEO program management and quality assurance procedures in accordance with references (a) and (b) in order to ensure quality and standardization of Navy Training. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. CNETINST 5354.2C

3. Scope. This instruction applies to all training activities and instructors/facilitators of CMEO formal courses of instruction. Chief of Naval Education and Training (CNET) is the Curriculum Control Authority (CCA) for CMEO training and courses of instruction.

4. General. Reference (c) provides policy guidance for the implementation of the CMEO program and assigns Navy EO training management responsibilities to CNET.

5. Responsibilities

a. CNET CMEO Manager (LEAD113) will:

(1) Have overall management authority of the CMEO training program in accordance with references (a) through (c) and enclosures (1) through (3).

(2) Coordinate plans, policy, and guidance between the Chief of Naval Operations and field activities.

(3) Act as CCA with approval authority of CMEO training, curriculum, and instructional materials.

(4) Conduct the Navy Training Requirements Review (NTRR) meeting for EO training in accordance with reference (d) and enclosure (4).

b. CNET CMEO Training Manager (LEAD1131) will:

(1) Act as overall Training Program Manager and Coordinator to ensure quality and standardization of Navy-wide training.

(2) Conduct quality assurance assessments and assist visits in accordance with enclosure (5).

(3) Act as CMEO Mobile Training Team (MTT) Coordinator. Specific guidelines for MTT management are provided in enclosure (2).

(4) Ensure all CMEO training data is entered into the Navy Integrated Training Resources and Administration System (NITRAS) using the Training Summary File (TSF).

(5) Ensure all CNET CMEO training sites and independent Equal Opportunity Assistants (EOAs) are provided current training materials to conduct CMEO training.

(6) Have overall responsibility for Navy service-specific training at the Defense Equal Opportunity Management Institute (DEOMI) for training of Navy EOAs.

(7) Act as fiscal and manpower manager in support of the Navy-wide CMEO training program.

c. Course Curriculum Model Managers (CCMMs) will:

(1) Maintain currency of instructional material. The CCMM will incorporate changes based on policy guidance and inputs from field support activities, and submit revised curricula to CNET (LEAD1131) for final review.

(2) Develop a feedback program on CMEO training effectiveness and submit feedback/change recommendations to CNET (LEAD1131) when applicable.

(3) Conduct annual course reviews of CMEO curricula and report findings to CNET (LEAD1131) in accordance with reference (a).

d. Training site commanders/commanding officers/directors will:

(1) Program and manage resources to support CMEO training outlined in enclosure (1).

(2) Support and monitor the quality of training in accordance with reference (a) and enclosures (2) and (3).

(3) Ensure compliance with the required training plan necessary to qualify instructors.

e. Command locations and addresses for CMEO training sites are provided in enclosure (6). CMEO training sites will:

(1) Provide CMEO training in-house and Navy-wide via MTTs. Coordinate MTT training requests using all available training assets, to include other CNET sites and independent EOA instructors.

(2) Submit a course training summary upon completion of each course to the command NITRAS coordinator. Commands without direct access to the

NITRAS Training Summary File (TSF) may provide input directly to CNET (LEAD1131) using NETPMSA 1510/4.

(3) Maintain a student roster for each course convened. Maintain student rosters on file for a minimum of 3 years.

(2). (4) Provide an MTT trip report as required by enclosure

f. Independent EOA instructors will submit numbers of students trained to CNET (LEAD1131) via memo or using NETPMSA 1510/4 at the end of each quarter for input into the NITRAS TSF. The instructor should sign the memo and list the number of students trained and dates of the training (student names are not required).

6. Forms, Reports, and Instructions

- a. Obtain CNET 5354/2 and NETPMSA 1510/4 from CNET (LEAD1131).
- b. Obtain copies of this instruction from the below address.

/S/D. L. BREWER, III
Vice CNET

CNETINST 5354.2D

Distribution (CNETINST 5218.2D):
Lists I through V
NAVLEADTRAU Little Creek
NAVLEADTRAU Coronado
NAVLEADTRAU Det. Rota
SNDL 26J2 (COMAFLOATRAGRUWESTPAC)

Stocked:
CHIEF OF NAVAL EDUCATION AND TRAINING
CODE 0041
CNET
250 DALLAS ST
PENSACOLA FL 32508-5220

CMEO TRAINING COURSES1. Training Courses

a. Command Training Team Indoctrination Course (CTTIC). The CTTIC (A-050-0001) provides instruction to the Command Training Team (CTT). The CTT conducts the Navy Rights and Responsibilities (NR&R) workshop and other EO training in accordance with reference (c) and as directed by the command. Training may be requested from CNET sites listed in enclosure (6) or any independent EOA. CNETINST 5354.5B provides an outline of instruction and other instructional requirements for the CTTIC.

b. Command Assessment Team Indoctrination Course (CATIC). The CATIC (A-050-0002) provides instruction to the Command Assessment Team (CAT). The CAT is an optional tool for the commander that can be used to conduct command assessments in accordance with reference (c) and as directed by the command. The course is available via CD-ROM, and successful completion of the CD-ROM certifies each member to participate on the CAT. The Navy stock number for ordering the CD-ROM is 0502-LP-013-2990. Commands may receive additional training on the command assessment process from a CNET site or independent EOA. This training will be funded by the requesting command and cannot be used for certification of CAT members.

c. CMEO Officer's Course (COC). The COC (A-500-0009) provides fundamental tools for personnel to perform as CMEO Officers and Managers in accordance with reference (c). The course emphasizes practical knowledge and will outline the functions that are most important to the management and administration of the CMEO process. Training may be requested from CNET sites listed in enclosure (6).

2. Course Management Data. Each CNET training site is authorized a minimum of two EOAs to instruct CMEO training courses and other related EO training. Independent EOA instructors are also authorized to conduct the CTTIC and other EO training. Additionally, CNET instructors are tasked as Mobile Training Team (MTT) instructors. NAVLEADTRAU Little Creek is CCMM for the CTTIC; NAVLEADTRAU Coronado is CCMM for the COC; CNET retains responsibility for the CAT CD-ROM. Course feedback should be forwarded directly to the CCMMs or to CNET (LEAD1131). Specific course data for CMEO courses is located in the Catalog of Navy Training Courses (CANTRAC).

3. Student Flow Management Data

a. Course Completion. Students are graduated upon successful completion of course curriculum requirements. Students who fall into one of the below categories will receive an incomplete and will be returned to the command.

- (1) Demonstrated lack of motivation or improper attitude.
- (2) Demonstrated lack of understanding during student practicums.
- (3) Lack of attendance.

b. Testing. For the CTTIC and COC, students are evaluated throughout the course and during practicums, and receive a grade of satisfactory or unsatisfactory. A comprehension test is required with a passing grade of 85 percent for completion of the CATIC CD-ROM. Students will receive graduation certificates upon satisfactory completion of all training.

INSTRUCTIONAL MANAGEMENT PLAN**1. COURSE MANAGEMENT DATA**

a. Training requirements. General training requirements as they apply to all CMEO training courses are provided herein. Training commands are required to follow reference (a) except when special provisions are allowed as outlined in this instruction. The training sites listed in paragraph 1b will provide CMEO training, both local and MTT, to naval units assigned to their respective areas of responsibility.

b. Training sites

<u>Location</u>	<u>Area of Responsibility</u>
NAVLEADTRAU Little Creek	VA and eastern seaboard
NETC Newport	New England
FLETRACEN Mayport	Southeast and Caribbean
CNET Pensacola	Southeast
NAVLEADTRAU DET Rota, Spain	Europe
NAVLEADTRAU Coronado	CA, southwest, and Middle America
TRITRAFAC Bangor	Pacific Northwest
NAVSUBTRACENPAC Pearl Harbor	Hawaii
AFLOATRAGRU WESTPAC Yokosuka, Japan	Western Pacific and Asia

c. Staff requirements. All Navy Enlisted Classification (NEC) 9515 facilitators must attend the 15-week DEOMI course of instruction for Equal Opportunity Assistants. Also, it is recommended that all facilitators attend an Instructor Training course (NEC 9502) in order to improve their instructor skills. Personnel who design, develop, maintain, and revise curricula will attend the Task-Based Curriculum Developer Course (A-012-0052).

d. Facilities requirements. The basic classroom configuration consists of seating for a maximum of 24 students and a minimum of 8 students.

e. Required equipment. The following is a list of those items needed to conduct a CMEO course. Items associated with a standard classroom configuration (i.e., tables, chairs, pencils, etc.) are not listed.

<u>Nomenclature</u>	<u>Quantity</u>
Chalkboard or visual aid panel	1
Portable easel with paper	1
Overhead projector	1
Television with VCR	1

f. Instructional material. One copy of the Instructor Guide is required for each facilitator. Each facilitator must have a set of all supporting media for the specific course(s) that he/ she is instructing. One Student Guide will be issued to each student with all pertinent media material and information sheets. Course instructors will provide all instructional material and a course completion letter or certificate to each member upon completion of each course. A sample completion letter is provided as Attachment A.

g. Reference materials. In addition to the Instructor Guide, each facilitator should have access to all required or recommended reading material. Training sites will maintain an instructor reference library specified by the course Resource Requirements List.

h. Course modification process. All training sites shall submit

recommendations for curriculum modification to the CCMM with a copy to CNET. For those requests requiring immediate attention, the CCMM will submit a Training Project Plan (TPP) for major changes or a Plan of Action and Milestones (POAM) for minor changes to the Program Manager (CNET LEAD1131). Routine inputs will be compiled and used to determine revision requirements during the annual Formal Course Review (FCR) process. Curriculum modifications will be completed in accordance with reference (b). Minor changes that will update course material and/or media material are authorized. Major changes that will affect course organization or length are not authorized without written approval from CNET (LEAD113).

i. Formal course review (FCR). All courses will be formally reviewed triennially per Appendix H to reference (a). The CCMM will schedule the review and coordinate inputs from all teaching sites.

j. Printing. Printing and distribution of Instructor Guides, Student Guides, and instructor reference material is the responsibility of CNET. Upon approval of the development and modification process, final course material will be forwarded to CNET for approval and distribution.

k. Training and professional development. The training command will schedule, conduct, and assess instructor evaluations to determine the need for in-service or special instruction and develop a quarterly training plan to ensure completion. Senior/ lead instructors will work closely with the Curriculum Instructional Standards or Training Officer to ensure instructor evaluations are completed as needed. The provisions of the following paragraph apply.

l. Instructor evaluations. New facilitators will be evaluated and certified for instruction of CMEO courses. Use of Attachment A to enclosure (5) is recommended for evaluation of all new instructors. After certification, the monthly/quarterly evaluation process will begin and will be monitored and regulated per reference (a). Independent EOA instructors are required to certify as course instructors. This certification will be achieved during the 15-week training at DEOMI. Further periodic evaluations, with a minimum of one per three sessions, are the responsibility of the gaining command. Independent instructors may receive periodic evaluations by other certified instructors when coordinated between the instructor and the evaluator.

m. End-of-course package. Student end-of-course critique sheets will be issued on the first day of class and collected on the final day of class. Appendix F to reference (a) provides a sample form for this purpose. Critiques will be kept on file for 3 years. The lead instructor will gather the critiques and attach a cover sheet that contains the class roster, summary of comments, and any corrective action and route via the chain of command for informational purposes.

2. MTT MANAGEMENT PLAN

a. General. CNET (LEAD1131) will solicit input and coordinate all training requests for the next fiscal year MTT requirements no later than 1 April of each year. The training schedule will be promulgated via a NAVADMIN message no later than 1 July each year. Once promulgated, additional training requests will be considered by the MTT training site as long as funding is provided by the requesting command. Courses which do not meet minimum training quotas will be cancelled 14 days prior to the scheduled class start date. All class cancellations received less than 14 days prior to the scheduled class start date are subject to funding reimbursement from the requesting command, if any travel expenses are incurred. Courses which do not meet minimum quota requirements after confirmation and for which travel orders have been executed may also require funding reimbursement from the requesting command.

b. Responsibilities

(1) CNET (LEAD1131)

(a) Promulgate an annual request for input no later than 1 April of each year.

(b) Coordinate release of the NAVADMIN message announcing the fiscal year schedule for the following year no later than 1 July of each year.

The MTT schedule will include the training site deploying the MTT, the host command and point of contact, and dates of course.

(c) Serve as approval authority for MTT schedule changes which will result in lost training opportunities. Consideration of MTT cancellations will be reported to CNET (LEAD1131) a minimum of 14 days prior to the course start date. This will allow for additional coordination which could result in a reallocation of resources to meet the training need.

(2) MTT training sites

(a) Provide facilitator teams, student guides, and instructional aids. A facilitator team will consist of two instructors, one of which may be an independent EOA. Classes consisting of less than 12 students may be conducted by one instructor only with the approval of the instructor's commanding officer.

(b) Begin coordination of course rosters with host training sites no later than 30 days prior to the course convening date to ensure minimum quotas are met.

(c) Arrange any material shipping arrangements.

(d) Provide NITRAS documentation for all graduates.

(e) MTT trip reports are required only when training objectives were not met, or when instructors want to provide documented evidence to CNET of outstanding training achievements or of concerns with logistics and/or support.

(3) Host commands

(a) Coordinate MTT course dates with assigned training site.

(b) Forward training confirmation rosters to the MTT instructors 30 days in advance of the course convening date.

(c) Provide administrative support, audiovisual equipment, classrooms, tables, chairs, and other support as required.

(d) Ensure class quotas are fully utilized (maintain a standby list). Classes with fewer than 10 quotas will be canceled no later than 14 days prior to convening date. Training may be conducted with fewer than 8 students or more than 30 students with CNET concurrence only.

(e) Refer all emergent requests for mobile training to the respective geographic Training Coordinator.

5354
(Date)

From: (Instructor's Command)
To: (Student's Command)

Subj: NOTIFICATION OF TRAINING COMPLETED

Ref: (a) OPNAVINST 5354.2D

1. (STUDENT'S NAME) has satisfactorily completed the (NAME and COURSE NUMBER) held at (COMMAND) on (DATES). Per reference (a), upon completion of prerequisite training and upon your approval, the member will be fully qualified to perform as (a member of the Command Training Team OR a CMEO Officer/Manager).
2. Please ensure this training is recorded in the member's service record.

(Signature of instructor or other
designated personnel [as directed
by the command])

INSTRUCTOR/FACILITATOR MANAGEMENT PROGRAM

1. INSTRUCTOR CERTIFICATION. The purpose of the certification process is to provide all CMEO course instructors/facilitators with the training that will ensure their success. This also ensures standardization in the facilitation of formal Navy courses. Facilitators will report to their respective site after completing the 15-week DEOMI course.

2. CERTIFICATION PROCESS. Certification for all instructors/ facilitators will be completed during the 15-week DEOMI course. Evaluation for certification will be documented using enclosure (5), Attachment A. Additional items relative to facilitation may be evaluated and considered in determining the final grade of the certifying instructor.

a. A senior facilitator makes at least two technical evaluations of the new instructor's performance.

b. An evaluation by the CISO or a lead instructor is scheduled for the third evaluation. This evaluation must be completed with a minimum rating of satisfactory.

c. After satisfactory evaluation, the facilitator is certified and fully qualified to teach.

d. Commands may have additional requirements to ensure instructor/facilitator proficiency. Should instructors fail to maintain proficient facilitation skills, commands may decertify them based on their lack of motivation or unsatisfactory performance. Commands shall notify CNET (LEAD1131) of decertification.

3. LEAD INSTRUCTOR/FACILITATOR. Instructors assigned to training commands shall complete the following requirements for lead instructors.

a. The facilitator must be certified.

b. The facilitator must be assigned to instruct with a certified lead facilitator for one course as a lead facilitator.

c. The facilitator must be evaluated by a lead facilitator and receive a minimum rating of satisfactory.

d. Other requirements as required by the command.

4. POST-CERTIFICATION EVALUATIONS. Per reference (a), post-certification evaluation requirements are as follows:

a. One evaluation per month for the first 3 months after certification, and quarterly thereafter. This requirement is not applicable to independent instructors.

b. Maintain evaluations on file throughout the instructor tenure.

c. Follow the evaluation process and use, as a minimum, the forms contained in Appendix D, reference (a). Additions to these forms are permitted to ensure thorough evaluation of a facilitator's techniques.

d. Independent duty EOAs who conduct formal CMEO courses may receive periodic instructor evaluations by other certified CNET or independent instructors. These evaluations generally will be coordinated by the instructor and the evaluator. Copies of evaluations for independent instructors will be maintained by the evaluator; originals will be maintained by the independent instructor.

NAVY TRAINING REQUIREMENTS REVIEW (NTRR)

1. Purpose. The NTRR provides a process for program and resource sponsors to ensure curriculum standardization, identify efficiencies, identify and correct training deficiencies, and to document fleet training needs. Specifically, for EO training, the NTRR will:

- a. Address existing and emergency fleet training needs.
- b. Assess the currency and adequacy of training.
- c. Eliminate redundant or unnecessary training.
- d. Evaluate staffing adequacy and instructor effectiveness.

2. Conduct of the Meeting. The meeting will convene, at a minimum, every 3 years beginning in fiscal year 1999. The Program Manager, CNET LEAD113, will host and co-chair the meeting along with the resource sponsor and conduct the meeting in accordance with reference (d). Participants will include representatives from major fleet and echelon two commands, and select schoolhouses.

The meeting shall be conducted in accordance with the schedule promulgated via message 90 days prior to the meeting dates. Agenda items will be based on training needs identified by program and resource sponsors, and input from the fleet via issue papers. Commands will have 30 days from the time of the message announcement to submit any training achievements, deficiencies, or recommendations using issue papers or message format.

a. NTRR Executive Committee (EXCOM). The EXCOM is the decision-making body of the NTRR. It is comprised of representatives from Chief of Naval Operations (N7), Type Commanders (TYCOMs), Commanders in Chief (CINCs), CNET, and Bureau of Naval Personnel (BUPERS). The EXCOM will act upon items submitted by the NTRR working groups.

b. Working Groups. NTRR working groups are comprised of fleet subject matter experts. The working groups shall review curriculum, and feedback from messages and issue papers, and then propose action items based on that input. All proposals shall be submitted to the EXCOM for a decision.

3. Action Items. NTRR actions items are sponsor-approved actions which may be assigned to either CNET, BUPERS, CINCs, TYCOMs, or schoolhouses. CNET (LEAD1131) has responsibility for ensuring action items are promulgated to the fleet within 60 days following the NTRR and for coordination of action on items identified. All actions items will be tracked until closed out by Naval Education and Training Professional Development and Technology Center (NETPDTC), as the tracking agent for CNO (N7). Updates will be submitted to NETPDTC on a quarterly basis until all items are closed out.

CMEO ASSIST/ASSESSMENT VISIT PROCEDURES

1. The CNET CMEO Training Program Manager (LEAD1131) shall conduct quality assurance assessments and assist visits to ensure standardization and quality training is being maintained. The emphasis of these visits is on process and program improvement vice training deficiencies. The visits will be conducted at least once every 3 years.
2. Assist/assessment visits will consist of the following:
 - a. Review of CMEO training materials.
 - b. Review of instructor evaluations.
 - c. Review of student critiques.
 - d. Observation of a CMEO course for evaluation of the instructors/facilitators and achievement of all learning objectives. Use Attachment A to complete the facilitator's evaluation.
 - e. Verification of site manning and review of facilities and training aids.
 - f. Review of NITRAS and other required reports.
 - g. Review of travel and liquidation procedures.
3. CMEO Training Site Evaluation Report. Upon completion of a visit, the senior member of the evaluation team shall ensure the report is completed and forwarded through the appropriate chain of command with a copy to CNET (LEAD1131). Forward a copy of the assist report, and noted discrepancies (if any), to the training site. Reports are not required for assists initiated by the training site, unless specifically requested by either CNET or the commander of the training site.

INSTRUCTOR/FACILITATOR EVALUATIONSECTION I

Evaluation Scale:

(1)	(2)	(3)	(4)	(5)
Unsatisfactory	Needs Improvement	Satisfactory/ Standard	Excellent	Outstanding

Each facilitator will be evaluated independently of any other facilitator. Using the above scale, mark the number earned on each rating line of the evaluation sheet. A (3) Satisfactory is the standard and is considered average. Comments are required for ratings of (1) Unsatisfactory, (2) Needs Improvement, and (5) Outstanding. An overall grade of Satisfactory is required to become or remain certified.

Grading Criteria: Types of behaviors associated with numerical scores.

1. UNSATISFACTORY. Did not present main points or data clearly and offered no support data. Appeared to lack confidence; did not know material and training purpose. No summary presented. Unable to answer students' questions. Reluctant to talk to or face audience. Little movement; fixed behind podium or moving too much (pacing). Deadpan expressions and distracting gestures. Spoke in a monotone or poor vocabulary. Unacceptable workshop presentation. Hostile or unfriendly demeanor.

2. NEEDS IMPROVEMENT. Some main points covered; however, they were not clearly presented and had only minimal support data. Appeared partially uncertain about self, material, and purpose of training. Presentation seemed incomplete. Vague, awkward, or abrupt summary. Some students' questions remained unanswered. Read most of material to students; rarely made eye contact. Movement and gestures appeared mechanical. Little facial expression. Spoke too fast or slow. Used exclusionary language. Words pronounced incorrectly and sometimes in a garbled manner. Presentation skills need more practice and development.

3. SATISFACTORY/STANDARD. Identified most main points clearly and provided moderate support data. Appeared moderately self-confident and knowledgeable about material and training purpose. Provided a general summary. Answered students' questions during presentation and/or referred them to more competent authority. Read some material to students and established periodic eye contact. Natural movement and gestures. Facial expressions were open and generally consistent with workshop presentation. Spoke at a reasonable pace. Corrected any exclusionary language without prompting. Workshop presented in an understandable, acceptable manner.

4. EXCELLENT. Presented all data clearly and logically with most support data for all points. Appeared highly self-confident and knowledgeable about material and training purpose. Summary was in-depth and covered all main points. Answered students' questions and integrated student input into the presentation. Ensured that all students' questions were either covered or referred to competent authority. Was able to naturally paraphrase material to students. Maintained good eye contact most of the time. Integrated movement, gestures, and facial expressions to enhance workshop presentation. Natural force, pitch, and range of voice. Presentation pace maintained student interest. Diverse vocabulary. Did not use exclusionary language. Conducted a quality workshop by using highly effective presentation skills.

5. OUTSTANDING. Presented all data clearly, logically, and sequentially with rationale and support for all information presented. Demonstrated enthusiasm about the presentation, material, and training purpose. The presentation appeared well organized and easy to follow. Summary covered all material and fostered retention of learning. Developed information to maximize understanding and retention. Explained acronyms and all new terms used. Solicited students' questions and integrated student input to enhance the presentation. Presented material without reference to notes, demonstrating content mastery. Maintained direct and effective eye contact throughout the presentation. Movement, gestures, and facial expressions were well-timed and primary factors to a superlative presentation. Adjusted vocal quality to emphasize points professionally and reinforce meaning. Vocabulary enriched the presentation. Was proactive in correcting students' use of exclusionary language. Demonstrated mastery of workshop content and professional presentation skills.

SECTION II

Facilitator: _____ Rate/Rank: _____
 Co-Facilitator: _____ Rate/Rank: _____
 Evaluator: _____ Rate/Rank: _____
 Lesson Topic: _____

SECTION III

1 = Unsatisfactory 2 = Needs Improvement
 3 = Satisfactory/Standard 4 = Excellent 5 = Outstanding

FAC/CO-FAC

1. LEARNING OBJECTIVES WERE:

a. Presented clearly 1 2 3 4 5 _____/
 b. Clarified/amplified as necessary 1 2 3 4 5 _____/
 c. Reinforced 1 2 3 4 5 _____/

2. STUDENTS WERE MOTIVATED IN TERMS OF:

a. How material is to be used 1 2 3 4 5 _____/
 b. Why the material should be learned 1 2 3 4 5 _____/

3. FACILITATOR(S) ESTABLISHED A WORKING
RELATIONSHIP WITH STUDENTS:

a. Displayed name/introduced self
and displayed course name 1 2 3 4 5 _____/
 b. Created general and specific
interest in material 1 2 3 4 5 _____/
 c. Solicited class cooperation and
involvement 1 2 3 4 5 _____/
 d. Displayed enthusiasm 1 2 3 4 5 _____/

4. DID THE FACILITATOR(S):

a. Properly prepare for lesson? 1 2 3 4 5 _____/
 b. Use the Instructor Guides properly? 1 2 3 4 5 _____/
 c. Use training aids properly? 1 2 3 4 5 _____/
 d. Check student comprehension? 1 2 3 4 5 _____/
 e. Use proper questioning techniques? 1 2 3 4 5 _____/
 f. Effectively use time available? 1 2 3 4 5 _____/
 g. Maintain class control? 1 2 3 4 5 _____/
 h. Have sufficient voice inflection? 1 2 3 4 5 _____/
 i. Pronounce words correctly? 1 2 3 4 5 _____/
 j. Use proper phrases/words? 1 2 3 4 5 _____/
 k. Maintain student interest? 1 2 3 4 5 _____/
 l. Avoid distracting mannerisms? 1 2 3 4 5 _____/
 m. Display proper military bearing? 1 2 3 4 5 _____/
 n. Use gestures effectively? 1 2 3 4 5 _____/
 o. Maintain proper eye contact? 1 2 3 4 5 _____/

FAC/CO-FAC

p.	Display positive attitude?	1	2	3	4	5	____/
q.	Proper instructor/student relationship?	1	2	3	4	5	____/
r.	Adjust to extemporaneous learning situations?	1	2	3	4	5	____/
s.	Summarize/critique lesson?	1	2	3	4	5	____/
t.	Link previous information to current topic?	1	2	3	4	5	____/
u.	Ensure events flowed smoothly?	1	2	3	4	5	____/
v.	Ensure current material tied to future session?	1	2	3	4	5	____/
w.	Ensure definite closures made?	1	2	3	4	5	____/
x.	Make use of space?	1	2	3	4	5	____/
y.	Did students achieve lesson objective?	1	2	3	4	5	____/
z.	Comments:						

SECTION IV1. FACILITATION SKILLSFAC/CO-FAC

- a. Partnership. Worked in harmony with co-facilitator. _____/_____
- b. Focus. Maintained group on task orientation. _____/_____
- c. Coordination. Managed group exercise(s)/discussion(s) with smooth and logical transitions and progression. _____/_____
- d. Group Communication Flow. Encouraged open/two-way communication to enhance group learning. _____/_____
- e. Attending Behaviors. Paid close attention to group actions in non-threatening manner. _____/_____
- f. Responding Behaviors. Demonstrated accurate understanding of behaviors observed through use of facilitation skills. _____/_____
- g. Listening Skills. Displayed active listening skills to reflect and clarify student input. _____/_____
- h. Communication Skills. Effectively used verbal and non-verbal communication to conduct training. Was a positive role model for effective communication. _____/_____
- i. Timing. Developed each area of the course for maximum group understanding. Met overall time requirements. _____/_____
- j. Feedback. Monitored students' participation. Provided assistance and necessary positive feedback as appropriate. _____/_____
- k. Summary. Provided a summary of the material covered during the course and remotivated students to apply what they have learned to the Navy. _____/_____
- l. Comments (Use reverse side as needed): _____/_____

Recommended for Master Training Specialist _____ Yes _____ No

Signature of Evaluator _____

Signature of Facilitator

Signature of Co-Facilitator

CNET CMEO TRAINING SITES

Chief of Naval Education and Training
Leadership Division (LEAD1131)
250 Dallas Street
Pensacola, FL 32508-5220

Commanding Officer
Fleet Training Center
351 Baltimore Street
Mayport, FL 32228-0147

Director
Naval Leader Training Unit
1575 Gator Boulevard
Norfolk, VA 23521-2740

Officer in Charge
Naval Leader Training Unit Detachment Rota
PSC 819 Box 65
FPO AE 09645-6500

Commanding Officer
Naval Education and Training Center
Code 372
61 Capodanno Drive
Newport, RI 02841-5000

Director
Naval Leader Training Unit, Coronado
3423 Guadacanal Road, Bldg. 401
San Diego, CA 92115-5099

Commanding Officer
TRIDENT Training Facility, Bangor
2000 Thresher Avenue
Silverdale, WA 98315-5400

Commanding Officer
Naval Submarine Training Center, Pacific
Code 01B
1130 Bole Street
Pearl Harbor, HI 96860-4437

Commander
Afloat Training Group, Western Pacific
PSC 473, Box 16
FPO AP 96349-0052